

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140038-6

REPORTS INVENTORY

DDS/OTR/SIWA-8

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Course Schedule Projections

2. TYPE
OF
REPORT

STATISTICAL
☒ NARRATIVE
MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL
LOGISTICS
MEDICAL

☒ TRAINING
SECURITY
FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

25

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-annually

6. DISTRIBUTION (No. of components not number of copies)

6

7. FORMAT (memorandum, form computer print-out, etc)
Listing

8. ADP PROCESSING

YES
☒ NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

OTR 25-1, "Training Records & Registration"

10. PREPARING COMPONENT (include lowest level contributing information to report)

C/SIWA

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
2 (WAF and IF), memos with same title

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
16	\$14.50	2	=	\$29.00	2	=	\$58.00